Washington State Arts Commission – GRANTS TO ORGANIZATIONS
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A Grant-Writing Checklist

1. Do your homework. Don't rely on old guidelines or materials. READ THE CURRENT GUIDELINES.
2. Contact the grants manager to make sure your project is a good fit or how best to slant the description.
3. Make your case in clear and concise language.
4. Avoid jargon and abbreviations.
5. Make your request clear, usually within the first paragraph of the proposal.
6. Be positive about what you are doing. Help the reader understand how you are making a difference in the lives of the people (audience) you serve. How do you know this?
7. Edit your proposal or find someone who can. Typos make you look sloppy and unprofessional.
8. Make sure your work samples are sharp and follow the guidelines.
9. Ask the grantmaker for feedback, whether or not your grant is funded.

Top Nine Ways to <u>Not</u> Get a Grant

1. Did not call the funder to discuss the appropriateness of this application to this funding category.
2. Not providing a great work sample to demonstrate the artistic merit of the project.
3. Not being clear on who is going to benefit from the project; very narrow benefit to a limited number of aficionados, friends and family members.
4. Presuming the jury panel understands the community's need for this service.
5. No evidence of local community contact or support; no evidence of local government contact or support, no income indicated from other sources (confirmed or otherwise).
6. Unreal income or spending projections, numbers in the narrative that don't match the project budget; neither relate to the organization's financial reports.
7. No evidence of necessary administrative and fiscally accountable structure to manage the project.
8. Application form does not work due to organization's computer server settings or popup blockers; applicant is not able to recognize these problems.
9. Waiting until the day of the deadline to write the grant application.